

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 9 JUNE 2006**

I. CEFMS:

A. We completed our testing for changes related to the processing of appropriation refunds for quantity "x" unit price contracts. With these changes, CEFMS will evaluate the system's calculated quantity that will be restored to the contract. If the value is more decimal places than can be stored in the database, the refund will be collected back to the funding account which supports that obligation line. If the value can be stored, the refund will be restored to the obligation line. When returned to the funding account, a notification email is sent to the responsible employee on the work item related to the refund. All changes were moved to production for the beginning of the June accounting period.

B. We continued to work on corrections to foreign currency disbursements and fluctuation issues that were noted in a problem report entered by the USACE Finance Center (UFC) as differences between the Foreign Currency Bank Reconciliation Report provided by CEFMS and the actual bank statement from the banking institution where our foreign currency accounts are maintained. We made corrections to foreign currency disbursements that date back to Dec 2002 and Jun 2004, and we also asked the UFC to process revaluations of foreign currency balances linked to old disbursing station symbols that were used prior to consolidation to the Finance Center. The revaluations cleared those balances from CEFMS and now balance to the bank's account balances. These revaluations should have been performed when the consolidation to the Finance Center occurred, or prior to closing the old disbursing station symbols.

C. We pulled the month-end civil and military payables universe that is provided to CFO auditors and verified that changes/modifications made to CEFMS in May produced the correct results. Changes were required in extracting the accrual payables related the PCS obligations. We changed the accrual form to always update based on hard coded information rather than by vendor of record when the Method of Accomplishment (MOA) code on the purchase request and commitment (PR&C) is 'Inside Government.'

D. We researched a foreign currency progress payment problem that was caused by a payment prepared in the Resident Management System (RMS) and "pushed" into the CEFMS invoicing tables. This allowed the payment to bypass several critical foreign currency/U.S. dollar related edits. This particular payment included both a Korean Won payment on one line and a Republic of Korea (ROK) Won payment. As these amounts cleared from separate accounts at the banking institution, the payments should have been on separate disbursements. Edits were bypassed and the payment passed through disbursing as one payment. Corrective actions included moving a balance of Korean Won between bank accounts, correcting CEFMS for erroneous foreign currency fluctuation that processed on the ROK funds, and correcting the reported U.S. dollar amounts on the check transactions. We are reviewing and correcting our procedures for passing all RMS progress payments to CEFMS.

E. We made the following software changes in the foreign currency payment process:

- We made corrections to the CEFMS disbursing process related to processing a discount on a foreign currency disbursement. This was necessary due to an error that prevented the disbursement from occurring with a discount. This CEFMS change was released in May 06.
- We modified database triggers to prevent the manual creation of amendments that duplicate those amendments created in automated foreign currency processing of revaluations and fluctuation. Previously, a user was able to create an amendment using a foreign currency revaluation that resulted in problems when a revaluation was executed.
- We corrected foreign currency to U.S. dollar calculations in the purchase request and commitment (PR&C) line creation. When the line was created with a fund account citing a budget rate id, the U.S. dollar amount calculated based on that rate. Prior to approval of the purchase request line, the budget rate was changed but the foreign currency to U.S. dollar amount did not recalculate. We are in the process of changing CEFMS to perform a recalculation when the fund account/budget rate id is changed.

F. We made the following changes to the credit card reversal screen:

- The F4 list now will only pull in cardholders with accruals.
- The up and down arrows now work correctly.
- A check box has been added to check all transactions. or uncheck all transactions for reversal.
- The line numbers now show up in numerical order.

G. We installed and configured the new Winstubs Program at the UFC. This updated version will email a payment notice to an employee who is getting reimbursed for an expenditure on an SF1164, Claim for Reimbursement of Expenditures on Official Business.

H. We installed an updated version of the program Wineft at the UFC the week of 22 May 06. This version has a modified commit process that will decrease the amount of time that is required to generate the EFT Files. Initial tests showed about a 7% decrease in the time required to generate the EFT Files.

I. We participated in testing the U.S. Treasury's new Fedline Advantage System at the UFC. We were not able to get any files to pass their edits using the current CEFMS software. We made a correction and retransmitted the files on 5 Jun 06. They show a status of file accepted but batch level errors. We are continuing to work with the Federal Reserve Bank on these messages.

J. We participated in a conference call with DFAS concerning the U.S. Treasury's mandated requirements to the IPAC file effective 1 Aug 06. This will add the standard Government-Wide Accounting (GWA) Treasury Account Symbol (TAS) and Business Event Type Code (BETC) to the file for the sending and receiving organization.

K. We researched a problem with collection voucher numbers at a USACE activity where the numbers were reset to a number outside of the assigned parameters. The activity was alerted to this when a passback transaction could not be certified on 30 May 06. We have advised them of the correct number to insert into the screen for receiving office collections.

L. We created a new screen to allow employees to view their own electronic funds transfer information. The UFC is responsible for inputting all of this data which is provided by the employee. Previously, individual users have not been able to view any of their EFT data.

M. To comply with provisions of the Debt Collection Improvement Act of 1996, the Finance Center obtained a file from DFAS Payroll of all USACE employees who receive pay via EFT but who had not provided the UFC with EFT account information for travel reimbursement. We completed the data load for employees' banking information. Employee records were loaded only where the information was not previously furnished to the UFC. This information will be used when an employee receives reimbursement for travel and other miscellaneous payments other than payroll.

N. We made the following software changes in the travel module of CEFMS:

- We added an alert asking the traveler if they have prior authority when selecting an actual expense (AE, AELP, SAE, and SAEL) method of reimbursement. If the user responds "No" to the alert, another reimbursement method must be selected
- We modified the Travel Itinerary screen by removing the default location information on a Mission Complete leg of a partial beginning or partial middle voucher. This will allow the user to correct the location code if travel is to be both CONUS and OCONUS.
- We are working on ideas to give CEFMS travel screens an updated look to include click answers, drop down boxes, bubble instructions, new colors, more user friendly forms, etc. We will be exploring these options and creating sample forms for review.
- We were at the Finance Center in Millington on 23 Apr-3 May for WinIATS upgrade support. We discovered several problems which were reported to the DFAS/IATS teams. All problems were corrected and the upgrade is working well for the Travel Division.

- We modified the form for the travel order leg so Lodging Plus (LDP) is listed first when users view the method of reimbursement list screen. We also modified the description of the LDP and Field Duty (FD) reimbursement methods to ensure users are selecting the correct method for their travel.
- We updated per diem rates for June through the Profit Soft file for both CEFMS and WinIATS.
- We modified/added travel voucher approval messages to provide clear instructions to the voucher reviewer regarding the traveler's Individually Billed Account (IBA) credit card holder status and whether split disbursement has been specified. By giving the reviewer more information, we hope to increase the split disbursement percentage for USACE.
- We modified the View Certified Travel Order List so that when uncertified settlements are selected for update, the vendor is not validated. However, when certified settlements are chosen so that settlement amendments are created, the vendor will be validated against the addressee table (using the same source of validation as when the PCS vendor settlement is created). We also modified the PCS Travel Settlement Create/Update so that when settlement amendments are created the pay_seq_no will be checked to make sure it is still active. If it is not active, it will be nulled out and the user will be required to select a new pay_seq_no. This will prevent UFC disbursements from processing for an inactive vendor.

O. Per the new definition of 'Privacy Act' data, we corrected the View Employee so that an employee's home phone number is no longer available for public access.

P. We corrected costing rules for power plant pay codes so that if an employee has Sunday as a regularly scheduled workday, then double time will be costed for hours in excess of his regular tour of duty. If Sunday is not a regularly scheduled workday, then time and a half will be costed for the first twelve continuous hours worked, and double time will be costed for any hours worked in excess of twelve.

Q. The Standard Procurement System (SPS) upgrade (Increment 2) was implemented at the Central Processing Center (CPC) activities 23 May - 2 Jun 06. A CEFMS release was implemented with the required changes for CPC24, CPC25, and CPC26. The CEFMS release involved an upgrade to the obligation SPS award data files imported from SPS. The SPS upgrade at the Western Processing Center (WPC) activities started on 5 Jun 06 and is scheduled to be completed 16 June 06. Testing was conducted between SPS, CEFMS, and the Resident Management System (RMS). Weekly telephone conferences are being conducted with CPC, WPC, HQUSACE, representatives from each USACE activity's contracting office, RMS, and the CEFMS office to discuss lessons learned and to share other pertinent information in reference to the SPS upgrade.

R. We modified the Property Category Useful Life Year data manager table and changed the property category code for generators, governors, power plant & power equipment, switchyards, and turbines from 60 to 10. These property items should be classified as real property instead of personal property.

S. We created new general ledger correlations for X1E (depreciation adjustments) for assets linked to appropriation type code for special and trust funds so that general ledgers 5700.10 and 5700.40 are no longer updated. We modified the DISTDIPR batch program and Depreciation Screen 3.101 screen to select the correction general ledger correlations where appropriation type code is linked to special ('S') and trust ('T') funds. We made CEFMS changes to reverse X1E transactions with the incorrect correlations and to update with the new X1E correlations in the current year database. We verified that all SGL 5700.10 and SGL 5700.40 general ledger balances were zero.

T. We modified the depreciation adjustment Screen 3.101 to correctly reflect the value, the addition and betterment book cost when computing the depreciation balance for an asset.

U. We resolved reconciliation variances on the Asset Cost Reconciliation Report (RECONAST), the Miscellaneous Obligation Reconciliation Report (MOBLIREC), and the General Ledger Reconciliation (GLRECON) for various USACE activities.

V. We implemented a new Cost Share Completion Summary Report which provides a count of cost share projects by stage of completion. The report is by field operating activity (FOA) and includes the following information: total cost shares, completed cost shares, fiscally complete, physically complete, and active projects. The report summary as of 6 Jun 06 is identified below. The cost share responsible employees receive an email on the 15th of each month for each of the cost shares identified as fiscally or physically complete requesting the cost share be reviewed and closed out.

Total Cost <u>Shares</u>	Completed Cost <u>Shares</u>	Fiscally <u>Complete</u>	Physically <u>Complete</u>	Active <u>Projects</u>
4456	1626	49	1026	1755

W. We assisted a USACE activity in closing out three cost share projects which were marked physically complete but had not been fiscally completed. We assisted them in writing local scripts and in using the Cost Share Close Out Report which was developed to help USACE activities close out these types of projects. These three projects will now be shown as completed projects instead of physically completed in the Cost Share Completion Summary Report.

X. We added a new field to the purchase request line item for Real Estate Offices who perform Rental Facilities Management Information System (RFMIS) functions. This field will allow the user to enter a lease number at the purchase request line level and to track cost information.

Y. We provided a briefing on CEFMS to auditors from Pricewaterhouse Coopers (PwC).

Z. We revised the Construction-in-Progress Documentation Report (cipdoc) to provide the option to run the labor portion of the report separately by charge code and date. The report now sorts and subtotals by method of accomplishment.

AA. We corrected the Construction-in-Progress Status Report (cipstatr) to reflect Revolving Fund work items/fund accounts when all appropriation types are requested.

BB. The Asset Anomaly Report (aareport) was added to the weekly report stack to be available as a management tool. The report can now be generated for each test performed in the following report codes:

P - Property: Test to ensure the correct appropriation type and group types are selected

A - Assets: Test the Assets table and related items

W - Work Item: Test the Work Item table and related items

E - Tests for EXP cost type on Capital appropriations

C - Tests for CIP in non-asset work items

N - Tests for non asset work items

S - Test the Set data

CC. We corrected the Revolving Fund place-in-service screens to skip the error message when an addition and betterment has been applied to the property. Logic was added that changes a form from query to update when the useful life years value is changed.

DD. We added new options on menus AACBB and AACBC, View Non-Labor Uncertified Purchase Request and Commitments (PR&C). This allows users to view all PR&Cs that have not been certified whether they have permission on the work item or not.

EE. We made changes to CEFMS screen 2.36 to correct navigation problems associated with adding new Supervision and Administration (S&A) lines pertaining to P2 budget data. We changed validation edits pertaining to S&A so that they are executed as the user navigates out of the form fields and not while the fields are automatically populating when an S&A line is created.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	759	741
Priority #1 Problems	82	88

We received 189 new problem reports and completed 171 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	54	58
One	3	1
Two	0	1
Three	3	2
Five	1	0
Six	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	220
HUNTSVILLE:	24
USACE HQ:	1
TOTAL:	245

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
	Jun 01-06	Oct 01-Jun 06
CHECKS:		
CHECKS ISSUED	2,030	84,846
PERCENT OF TOTAL	6%	10%
DOLLAR AMOUNT	\$12,490,379	\$1,085,021,602
EFT:		
TRANSFERS MADE	16,407	439,831
PERCENT OF TOTAL	94%	90%
DOLLAR AMOUNT	\$433,987,407	\$17,433,420,921

*percentages adjusted for utility checks which do not have to participate in EFT

C. MILITARY ACCOUNTING REPORT ACCURACY RATES: ENDING MAY 06

- Unmatched Disbursements for Military Appropriations:
USACE exceeds DFAS Goal
- Transactions by Others (TBO) Greater than 30 days, less than 120 days for Military Appropriations:
USACE exceeds DFAS Goal
- TBO Greater than 120 days for Military Appropriations:
USACE did not meet DFAS Goal. Four TBO charges and two Interfund charges remain on the greater than 120 listing. The root cause for aged TBO's still belongs to PCO Iraq and the root cause of uncleared Interfund charges is waiting on erroneous civil charges to be reversed.
- Integrated Command Accounting Report (ICAR) for Military Appropriations:
USACE Accuracy Rate was 99.1%
- US Standard General Ledger Trial Balance Report for Military Appropriations:
USACE Accuracy Rate was 99.8%
- Disbursing Statement of Transactions (SOT) SF1220 for Military Appropriations:
USACE Accuracy Rate was 99.8%
- Command Expenditures Errors (CER):
ICAR does not reconcile with SOT (SF1220)*

*USACE had 2 errors. All have been identified and corrections will be submitted. The goal is "0" CERs at yearend.

IV. OTHER UFC ISSUES:

A. The CFO/Civil Reports Division continued to compile information requested by Pricewaterhouse Coopers (PwC) auditors. Auditors have requested information from year-end FY 2005 and 2nd quarter FY 2006. We provided aged accounts payable and accounts receivable subsidiary records in separate files for other Department of Defense (DoD) agencies, other federal agencies outside DoD, other USACE activities, intra-District, and public.

B. The USACE Payroll Liaison, Annette Epperson, was in Millington for two days to meet with CFO/Civil Reports personnel. The purpose of her visit was to discuss and resolve charges being reported as "Direct Fund Cite" by other DoD agencies that are not payroll related. Other DoD agencies have been processing disbursements on our behalf, even though they are not authorized to disburse Civil Works funds (Treasury Index 96), except for payroll charges in the Revolving Fund, 96X4902. During the month of May, we cleared/processed the following from these disbursements:

96X3124, General Expense - Processed \$14,038.12
96X3125, Flood Control & Coastal Emergencies - Processed \$31,798,077.22
96X4902, Revolving Fund - Processed \$3,172,586.91
96X4902, Revolving Fund - DoD Reversed \$65,854.81

C. We entered a CEFMS problem report to remove the wording on the government order form that refers to Direct Fund Cite for those government orders issued from civil works appropriations. The [automatic](#) wording [on](#) the printed government order was causing confusion for some agencies and contributed to the unauthorized disbursements processed.

D. CFO/Civil Reports Team members have been working with Huntsville Systems Office to have new general ledger point accounts added to the CEFMS reports generation logic. We are also testing new edits that will be incorporated into the Corps of Engineers Enterprise Management Information System (CEEMIS) to ensure agreement between proprietary and budgetary accounts and other comparisons of account balances.

E. The Finance Center is actively working to develop and implement the U.S. Treasury Offset Program (TOP) by using obligation and payment data files created from CEFMS. The Debt Collection Improvement Act (Public Law 104-134) requires Federal Agencies to offset Federal payments to collect delinquent debts owed to the Federal Government. The Financial Management

Service (FMS) is using the Treasury Offset Program to comply with the above legislation. The core of TOP is a centralized, interactive database of delinquent debts which allows for identification of delinquent debtors who are receiving Federal payments. Payments certified by Federal payment agencies are compared to the interactive database and where a match is identified, an offset may occur, reducing or eliminating the existing debt. Funds received as a result of the offset are provided by FMS to the agency where the debt was established. Creating and transmitting obligation and payment data to TOP will require new tables, procedures and processes within CEFMS. The current implementation plan includes using data from one USACE activity and expanding to other activities based on our successes. The Finance Center has been using TOP to collect debts owed to USACE for approximately two years. Once our payment files are sent to FMS for a match in TOP, the complete offset program process will be implemented by USACE.

F. USACE Finance Center Disbursing personnel and the Huntsville Systems Office are currently testing the transmission of our Automated Clearing House (ACH) electronic files in the Fedline Advantage Test Environment. The changes from Disk Operating System (DOS) to web technology has required additional programming changes within CEFMS. The web based Fedline is less forgiving than DOS. We are scheduled to begin live transmission via Fedline by 30 June 06.

G. The UFC Travel Division is currently processing PCS vouchers received 23 May 06. Approximately 200 Relocation Income Tax Allowance (RITA) vouchers have been received for processing.

H. As reported previously, at the request of HQUSACE (CERM-B), the UFC Resource Management Division submitted a proposal for accepting more responsibility for the billing/payment process for GSA rent and Department of Homeland Security (DHS) security services. On 1 June, we discussed this further with CERM-B and agreed to the scope of responsibilities for the UFC. We also agreed to an effective date for of 1 July for the transfer of responsibilities.

I. On 2 June, we submitted our report to HQUSACE (CERM-M) for May manpower utilization reflecting an overall utilization within one tenth of one percent of the FY06 plan. On 31 May, we submitted our FY07 ED&M budget to CERM-B. This reflects our actual requirements even though realistically we expect significantly less actual funding available, based on the limited funding levels provided in the current fiscal year.

J. The UFC recently completed a summary report for the first quarter FY06 (October through December 2005) TDY audits. Of the 4,541 vouchers audited, 1,316 (29%) had a monetary error or errors. This represents a significant increase when compared to the fourth quarter FY05 error rate of 20.4%. As has been the case in the past, due diligence by travel voucher approving officials would have identified many of the errors prior to payment. Two USACE activities - Sacramento District and Los Angeles District - did not provide audit results nor request time extensions. Los Angeles District owes the Finance Center responses for seven quarters. Rock Island District has not submitted audit results since the third quarter of FY04 but has requested extensions for these past due audit results.